

## **TOWN OF SUMMERFIELD, NC**

### **TOWN CLERK JOB DESCRIPTION (ADMIN. DEPT.)**

#### **GENERAL STATEMENT OF JOB**

The Town Clerk is hired and supervised by the Town Manager to perform administrative support work on behalf of the Manager, Council/Mayor, and staff. The Clerk also serves as a liaison between these parties and Summerfield citizens. The Clerk works within a council-manager form of government.

The Clerk performs a variety of professional duties assisting the Town Manager, Council/Mayor, and staff. Core statutory duties (NCGS § 160A-171) are: 1) noticing official meetings; 2) creating minutes of Council meetings; 3) serving as custodian of all town records; and, 4) performing other duties required by law or Council. In addition to these core duties, the position involves a broad level of additional responsibilities.

#### **SPECIFIC DUTIES AND RESPONSIBILITIES**

- Notices official meetings, hearings, and potential actions as legally required which involves creating, managing, and tracking printed and electronic notices, advertisements, and related communications.
- Attends Council, Zoning/Planning Board, Board of Adjustment, and other town meetings as needed and takes and transcribes minutes with the ability to succinctly capture required and relevant content with accuracy and attention to detail.
- Serves as custodian of all town records in accordance with general statutes, local ordinances, and town practices whether printed or electronic. Records include agendas, agenda packets, minutes, ordinances, policies, resolutions, proclamations, memorandums, contracts, agreements, and other records important to operations. Work involves indexing and filing using safekeeping and back-up systems, such as a town server, on- and off-site storage, binders, etc.
- Processes and handles administrative details related to Council directives, such as ordinances, policies, resolutions, proclamations, memorandums, contracts, agreements, and other directives important to operations; many of these directives require notary certification, attesting to compliance with general statutes and local ordinances, and maintaining the town seal.
- Processes and handles administrative details related to agendas, agenda packets, minutes, and other records important to operations; some of these documents require notary certification.
- Composes and types needed correspondence for the Town Manager, Council/Mayor, and staff.
- Administers oaths of office for town positions.
- Performs other administrative duties required by law or Council.
- Manages and responds to Freedom of Information Act (FOIA)/public records requests.
- Researches and compiles information as requested by the Manager, Council/Mayor, and staff, which might involve handling confidential or sensitive information.
- Effectively uses databases, general statutes, local ordinances, policies and procedure manuals, publications, reference texts, etc. in order to fulfill position duties.
- Maintains membership rosters of appointments/reappointments for Council, Zoning/Planning Board, Board of Adjustment, and other town committees.
- Updates town website information using a content management system (CMS).
- Performs administrative support tasks to help the office function smoothly and keeps departments and staff informed of impactful actions and information.

- Serves as the primary and initial point of contact with visitors and callers to town hall. Deals with basic inquiries and provides information about town services. Directs visitors to the appropriate department, staff, or contact and refers more complex or policy issues to the appropriate authority.
- Exercises professional judgment and initiative and uses considerable tact and courtesy in working with Council, staff, and the public.

### **EDUCATION, TRAINING, AND EXPERIENCE**

**Preferred requirements:** Bachelor's degree in business administration, public administration, or related field; Clerks Certification Institute (CCI) certification; three years experience in municipal administration and office management with care of public records; NC Notary Public certification; and valid state driver's license.

**Minimum requirements:** Bachelor's degree in business administration, public administration, or related field; ability to obtain NC Certified Municipal Clerk (NCCMC) status through UNC School of Government training within one year of hire; two years demonstrated experience in government office management with care of public records and/or high-level executive assistant duties; NC Notary Public certification; and valid state driver's license.

### **PHYSICAL REQUIREMENTS**

Tasks involve the ability to exert moderate physical effort in light work, typically involving some combination of stooping, kneeling, crouching and crawling, and which may involve some lifting, carrying, pushing and/or pulling of objects and materials of moderate weight (up to 20 pounds) and occasionally heavier objects and materials (up to 50 pounds). Tasks may involve extended periods of sedentary time at keyboard or workstation. Working in town hall requires the regular use of stairs.

### **PERFORMANCE INDICATORS**

**Knowledge of position:** Has thorough knowledge of the methods, procedures, and policies of the Town of Summerfield as they pertain to the performance of essential duties of the Town Clerk. Has thorough knowledge of administration. Has considerable knowledge of the functions and interrelationships of the town and other governmental agencies. Has knowledge of the laws, ordinances, standards, and regulations pertaining to the specific duties and responsibilities of the position. Is able to make sound, educated decisions. Is skilled in organizing and implementing various programs and projects of the department. Is able to plan and develop daily, short- and long-term goals related to town purposes. Is able to plan, organize, and prioritize daily assignments and work activities. Is able to learn and utilize new skills and information to improve job performance and efficiency. Is able to read and interpret complex materials pertaining to position responsibilities. Is able to assemble and analyze information and make written reports and records in a concise, clear, and effective manner. Has comprehensive knowledge of the terminology and various professional languages used within local government. Has knowledge of how to maintain effective relationships with other personnel, professionals and members of the public through contact and cooperation. Is able to maintain positive customer-focused relationships with co-workers, supervisors, agencies, the general public, and all other internal and external customers. Has knowledge of how to personally demonstrate appropriate customer service skills. Has thorough knowledge of proper English usage, vocabulary, spelling and basic mathematics. Has thorough knowledge of modern office practices and technology. Has knowledge of and skill in the use of computers for all aspects of work. Is professional in word and deed.

**DISCLAIMER:** *This job description is not an employment agreement or contract. Management has the exclusive right to alter this job description at any time without notice.*